

Rural Municipality of Lac Pelletier No. 107

Zero Tolerance Policy

1. PURPOSE

To establish a policy that will assist Council, volunteers, contractors and employees in their ability to perform the work required in meeting their purpose, by providing a safe and healthy environment in which to work.

The Rural Municipality of Lac Pelletier No. 107 will, to the best of its ability, remain committed to making sound and fair decisions in all areas. We will treat every inquiry and situation with the highest level of professionalism and fairness. The Rural Municipality of Lac Pelletier No. 107 Council, volunteers, contractors and staff have the right to work in an environment without fear of being bullied, harassed, attacked or abused. Any behaviour, whether written, verbal or physical, which causes our personnel to feel uncomfortable, unsafe, embarrassed, bullied, or threatened, is absolutely unacceptable.

2. SCOPE

This policy applies to all Council members, all employees (including full-time, part-time, seasonal, temporary, hourly and salaried employees), independent contractors, agents, applicants and representatives of the Rural Municipality of Lac Pelletier No. 107 when conducting business or performing duties or services on behalf of the Rural Municipality of Lac Pelletier No. 107.

All members of the public, visitors, organizations and individuals conducting business with the Rural Municipality of Lac Pelletier No. 107 (whether in person, by telephone, online or otherwise), or using/visiting/attending Rural Municipality facilities, events or activities are expected to adhere to this Policy and refrain from any form of harassment or other conduct prohibited by this Policy against any other person, group of people, or organization.

3. DEFINITION OF HARASSMENT

- 1) The Rural Municipality defines harassment in the Rural Municipality's Harassment Policy and adopts that definition for the purposes of this Policy. Without limiting the generality of the foregoing, conduct that is prohibited pursuant to this Policy includes (but is not limited to) any of the following made towards any other person(s):
 - a) Attempted or actual physical violence or striking of another person.
 - b) Aggressive threatening physical actions including approaching someone aggressively.
 - c) Use of aggressive, threatening or abusive language, (including raising of the voice, swearing and cursing, shouting) which threaten or intimidates.
 - d) Hostile behaviour, such as verbal insults, bullying, attempts to humiliate or embarrass, use of profanity, and showing disrespect to others.
 - e) Throwing of articles in a deliberate or aggressive manner.
 - f) Vandalism to building or property.
 - g) Any objectionable conduct, comment, action, gesture or display made by a person on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.
 - h) Illegal consumption of alcohol or drugs.
 - i) Attempts to incite violence in others.
 - j) Outright disrespect of facilities, council, municipal staff, contractors, volunteers, residents and visitors.
 - k) Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.
 - l) Actively spreading malicious gossip, rumours, or innuendo.
 - m) Undermining or deliberately impeding a person's work.
 - n) Deliberately intruding on a person's privacy.
 - o) Constantly criticising a person.
 - p) Tampering with a person's personal belongings or work equipment.

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- 2) The following are not considered to be harassment, in and of themselves:
 - a) expressing differences of opinions in a reasonable manner.
 - b) offering constructive feedback, guidance or advice.
 - c) reasonable action taken by Rural Municipality staff relating to the management or operation of a Rural Municipality facility, event or activity.

4. POLICY

- 1) The Rural Municipality of Lac Pelletier No. 107 has Zero Tolerance for any form of harassment.
- 2) Department Managers (or delegates) are responsible for fairly and consistently interpreting and enforcing this policy at a departmental level.
- 3) The Administrator (or delegate) is responsible for fairly and consistently interpreting and enforcing this policy Rural Municipality-wide and is responsible to review and investigate harassment claims and appeals on an as-needed basis.
- 4) The Zero Tolerance policy applies to behaviour or language of someone whether in person, over the telephone, via e-mail, on social media, in written communication or another communications format.
- 5) Any suspension, banning, restriction or blocking from a facility or method of communication does not exempt the person(s) affected from the requirement to keep their accounts with the Rural Municipality up to date and current.

5. PROCEDURE

- 1) Where vandalism has been perpetrated, the individual will be required to reimburse the Rural Municipality for any damages incurred for the total cost of repairs plus \$100.00 for administration fees, in addition to any charges that may be laid by the R.C.M.P.
- 2) The Rural Municipality authorizes R.C.M.P. full jurisdiction over all facilities within the Rural Municipality of Lac Pelletier No. 107 as part of any required investigation. The R.C.M.P. have the right to remove individuals not complying with this policy and implement any suspensions or restrictions.
- 3) Any instance or threat of physical violence will be reported to the R.C.M.P. immediately.
- 4) Instances of harassment that fall under this policy will be reported to the Rural Municipality Administrator in the form of an incident report and recorded into an incident log.

6. ENFORCEMENT

- 1) In the event of an allegation of harassment, the Rural Municipality of Lac Pelletier No. 107, through the Rural Municipality Administrator or delegate, has full discretion to:
 - a) take whatever temporary interim measures it deems appropriate to ensure the workplace, facility, event or activity remains a safe and productive environment, including but not limited to removing an individual or organization from a municipal facility, property, event or activity; and/or
 - b) facilitate an investigation into said harassment.
- 2) Individuals or organizations who engage or participate in any of the behaviours prohibited in this policy may be subject to immediate ejection from any Rural Municipality property, facility, event or activity and/or a suspension or banning from select or all municipal facilities and/or events/activities indefinitely or for a fixed period of time as determined by the Rural Municipality.
 - a) Minor incidents of a non-threatening nature may initially result in an official verbal warning from municipal staff, and will be noted and reported to Rural Municipality Administrator and Council.
 - b) Serious incidents including, but not limited to, sexual assault and physical violence will be reported to the R.C.M.P. and/or other authority and criminal or other charges

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may follow.

- c) A serious offence may result in an up to 365-day suspension or permanent ban, even if it is a first offence.
- 3) Person(s) engaging in harassing behavior over the phone will have their call disconnected immediately. On repeat or serious offences, a phone number and/or caller may be blocked.
- 4) Person(s) engaging in harassing behavior via email will have email correspondence terminated. On repeat or serious offences, an e-mail address and/or sender may be blocked.
- 5) Upon repeat offences, serious offences, or special circumstances as determined by the Rural Municipality Administrator, the Rural Municipality Administrator may bar an individual from physical, social media messaging, voice, or email contact with the Rural Municipality indefinitely or for a fixed period of time as determined by the Rural Municipality Administrator. All correspondence to the individual or organization will then occur via letter mail through Canada Post.
- 6) Common consequences of behaviors may include but are not limited to:
 - i) First offence: Minimum 30–90-day suspension from select or all municipal facilities or from communications with the Rural Municipality;
 - ii) Second offence: 180-365-day suspension from select or all municipal facilities or from communications with the Rural Municipality;
 - iii) Third or repeated offence: Will be dealt with at the discretion of the Rural Municipality Administrator and could include a permanent ban from select or all municipal facilities or from communication with the Rural Municipality.
 - iv) The above time frames are for reference purposes only and may be adjusted on the advice of the Department Manager responsible for the facility.
- 7) To the extent permitted by law, person(s) who have been suspended or banned or restricted in any way in accordance with this policy may be also prohibited by Council from holding any positions or undertaking any activities within any Rural Municipality-appointed board or committee, and any Rural Municipality-affiliated organizations for a period of up to 365 days. The Rural Municipality Administrator is responsible for escalating such matters to Council for review on an as-needed basis.

6. APPEALS

- 1) Any decision of the Rural Municipality pursuant to this Policy regarding the imposition of a suspension, prohibition or restriction, or the length thereof, is final and not subject to review, except in cases that new information is new information, affected individual or organization may request reconsideration of the facts which the suspension is based and make an appeal to the Administrator. Such information must be forwarded in writing to the Administrator who, in consultation with the appropriate Department Manager will review the new information and provide a decision on the appeal.
- 2) An appeal may be made on behalf of a minor child by their parent/guardian, or the person deemed responsible for them at the time the violation occurred (such as the coach of their team). No other persons may appeal on behalf of any other person.

Zero Tolerance Policy adopted by resolution of Council on June 13, 2023.

Reeve – Murray Spetz

Administrator – Sandra Krushelniski